

Effective Presentations with Power Point

(SAID: 53000)

DATE/TIME:	6 – 8 December 04 (0800-1600)
COST:	\$460 per person
DESPCRIPTION:	<p>Even the best information can fall flat without a compelling delivery. This course will focus on researching, building, and presenting a dynamic and convincing presentation to a target audience. Power Point offers a variety of tools and techniques that can be used to enhance any presentation and make it more appealing, useful, and understandable to the listener. The fundamentals of oral communication will be stressed, as well as techniques to create a powerful message using technology.</p> <p><u>The class size is limited to 14 participants.</u> There are 14 computer workstations available for students.</p>
ELIGIBILITY:	<p>All individuals who need to make presentations/better briefings. <u>Note: This is not a PowerPoint application training.</u> Participants should have some experience in PowerPoint.</p>
VENDOR:	<p>John R. Morrisette, Ph.D. 2992 Walling Way, Bevercreek, Ohio 45434</p>
LOCATION:	ITSC Building# 1942, 2 nd Floor, Classroom 3
POC:	Commander, U.S. Naval Forces, Japan (CNFJ), Regional Training Office (RTO) N114 at 243-8182.
NOMINATION PROCEDURES:	<p>Submit Training Request (DD Form 1556) via appropriate management chain and activity training coordinator to CNFJ, RTO, N114 NLT 15 Oct 04. <u>Payment method for the course is a DD form 1556 with a line of accounting.</u> Payment by a credit card will not be accepted.</p>
NOTE:	Cancellations after deadline date are liable for payment.